

# Claims

[c1] WHAT IS CLAIMED IS:

1. An inserting device comprising:

at least one transport device having at least one first transport element for transporting envelopes;

at least one downstream station arranged downstream of the at least one transport device, wherein the envelopes are supplied to the at least one downstream station such that the envelopes are deposited in the at least one downstream station in an overlap arrangement.

[c2] 2. The inserting device according to claim 1, wherein the overlap arrangement in the at least one downstream station is an imbricated arrangement.

[c3] 3. The inserting device according to claim 1, wherein the overlap arrangement in the at least one downstream station is a stacked overlap arrangement.

[c4] 4. The inserting device according to claim 1, wherein the at least one downstream station has a supply area for the envelopes that is provided with at least one second transport element for depositing the envelopes in the overlap arrangement.

- [c5] 5. The inserting device according to claim 4, wherein the at least one second transport element comprises at least one roller pair between which the envelopes are transported into the overlap arrangement.
- [c6] 6. The inserting device according to claim 5, wherein the rollers of the at least one roller pair have a flat peripheral section and wherein the rollers are positioned in an initial position such that the flat peripheral sections are facing one another.
- [c7] 7. The inserting device according to claim 4, wherein the at least one first transport element has a drive operating in a cycled fashion.
- [c8] 8. The inserting device according to claim 4, wherein a transport path of the envelopes from the at least one transport device into the at least one downstream station is limited by a stop.
- [c9] 9. The inserting device according to claim 8, wherein in a stop position of the envelopes at the stop the at least one second transport element is switched on.
- [c10] 10. The inserting device according to claim 1, wherein the at least one first transport element is at least one endless circulating transport belt or at least one endless

circulating transport band.

- [c11] 11. The inserting device according to claim 10, wherein the at least one transport element has a deflection area.
- [c12] 12. The inserting device according to claim 11, wherein in the deflection area at least one guide roller is provided, wherein the at least one guide roller transports together with an upper run of the at least one first transport element the envelopes to the at least one downstream station.
- [c13] 13. The inserting device according to claim 1, further comprising a magazine for storing the envelopes arranged upstream of the at least one transport device.
- [c14] 14. The inserting device according to claim 13, wherein the magazine has at least one transport roller for the envelopes.
- [c15] 15. The inserting device according to claim 1, wherein the at least one first transport element of the transport device is twisted in the area of the at least one downstream station.
- [c16] 16. The inserting device according to claim 15, wherein the at least one transport device has a guide roller located adjacent to the at least one downstream station,

wherein the guide roller is positioned at a slant relative to a plane in which plane an upper run of the at least one first transport element extends.

- [c17] 17. The inserting device according to claim 1, further comprising an inserting unit arranged downstream of the at least one downstream station, wherein the envelopes are supplied to the inserting unit in the overlap arrangement.
- [c18] 18. The inserting device according to claim 17, wherein the inserting unit has two feed units for an insert to be inserted into the envelopes.
- [c19] 19. The inserting device according to claim 18, wherein the feed units are staggered relative to one another in a feed direction of the envelopes.
- [c20] 20. The inserting device according to claim 18, wherein the feed units are arranged transversely to a feed direction of the envelopes in a staggered arrangement.
- [c21] 21. The inserting device according to claim 18, wherein the feed units each have at least one endless circulating transport element.
- [c22] 22. The envelope device the inserting device according to claim 21, wherein the endless circulating transport el-

ement has at least one driver for the insert.

- [c23] 23. The inserting device according to claim 18, wherein the feed units are driven separately from one another and are provided with torque sensors.
- [c24] 24. The inserting device according to claim 18, further comprising pivotable guide elements arranged in a transfer area from the at least one downstream station into the inserting unit, wherein the guide elements are pivoted about axes of rotation into corner areas of the envelopes, respectively.
- [c25] 25. The inserting device according to claim 24, wherein the guide elements have a substantially U-shaped cross-section.
- [c26] 26. The inserting device according to claim 24, wherein the guide elements have a substantially V-shaped cross-section.
- [c27] 27. The inserting device according to claim 1, further comprising at least one deflection device downstream of the at least one downstream station for transporting the envelopes in a direction toward a removal side of the inserting device.
- [c28] 28. The inserting device according to claim 27, further

comprising a closure device downstream of the at least one deflection device for closing closure flaps of the envelopes.

[c29] 29. A method for inserting inserts into envelopes with an inserting device comprising an inserting unit, the method comprising the steps of:  
opening sequentially the envelopes;  
depositing the envelopes so as to overlap one another and supplying the envelopes in an overlap arrangement to the insertion unit of the inserting device;  
introducing an insert into the envelopes, respectively;  
closing the envelopes.

[c30] 30. The method according to claim 29, wherein the envelopes are transported away from the overlap arrangement in a cycled fashion.

[c31] 31. The method according to claim 29, wherein the envelopes are opened by suction devices and, after opening, are kept in an open position during insertion of the insert by guide elements pivotable into inner corner areas of the envelopes, wherein the guide elements, after the suction devices have released the envelopes, are slightly pivoted back for releasing tension before the envelopes containing the insert are transported farther.